



ENGLISH PREPARATORY PROGRAM RULES AND REGULATIONS (for ETP GROUP)

GROUPS AND CLASS HOURS: The medium of instruction at METU is English.

An English Proficiency Exam is administered prior to the commencement of the academic year to determine whether the students' proficiency in English is at a level that will enable them to follow and fulfill the requirements of their first-year courses. Those who fail this exam or those who have not taken it must attend the English Preparatory Program.

FIRST SEMESTER (FALL SEMESTER)			SECOND SEMESTER (SPRING SEMESTER)		
GROUPS	DAILY CLASS HOURS	ABSENTEEISM LIMIT	GROUPS	DAILY CLASS HOURS	ABSENTEEISM LIMIT
ETP	4	48 hours	-		
Repeat	4	48 hours	Repeat	4	48 hours
Intermediate	4	48 hours	Upper-Intermediate	4	48 hours
Pre-Intermediate	4	48 hours	Intermediate	4	48 hours
Elementary	5	60 hours	Lower-Intermediate	5	60 hours
Beginner	6	72 hours	Pre-Intermediate	5	72 hours

FIRST SEMESTER

- For the first semester, students of the English Preparatory Program are placed in different groups according to the score they have achieved on the English Proficiency Exam and Placement Exam.
- Students from all groups (except for the ETP and Repeat groups) may be transferred to another group during the semester according to their grades. The details are as follows:

	CRITERIA	GRADE	NEW GROUP
Week 2	Average of the first 3 PQs	90,00 and above (<i>optional</i>)	Higher group
		49,00 and below (<i>mandatory</i>)	Lower group

- Beginner, Elementary and Pre-Intermediate** group students may be transferred to another group at other periods during the semester according to their **Midterm** grades. However, Pre-Intermediate Group students cannot transfer to Intermediate Group. Intermediate, Repeat and ETP group students cannot transfer according to their Midterm Grades. The details are as follows:

	CRITERIA	GRADE	NEW GROUP
Mid-Term 01	Exam grade	85 and above (<i>optional</i>)	Higher group
		49,00 and below (<i>mandatory</i>)	Lower group
Mid-Term 02	<i>Only in exceptional cases</i>		Higher group
			Lower group

- At the end of the first semester, students who have failed to achieve the required grade average may take the **Achievement Exam**. Detailed information can be found on the last page of the Rules and Regulations handout under Achievement criteria.)

SECOND SEMESTER

- Students are placed in groups according to their first semester grade averages.
- **Pre-Intermediate, Lower-Intermediate** and **Intermediate** group students may be transferred to another group according to their **Midterm** grades during the semester. However, Intermediate Group students cannot transfer to Upper-Intermediate Group. The details are as follows:

	CRITERIA	GRADE	NEW GROUP
Mid-Term 04	Exam grade	85 and above (<i>optional</i>)	Higher group
		49,00 and below (<i>mandatory</i>)	Lower group
Mid-Term 05	<i>Only in exceptional cases</i>		Higher group
			Lower group

ATTENDANCE

- Attendance is obligatory at the English Preparatory Program.
- The instructors record attendance every class hour, and those who do not attend are marked absent for the hour they are not present in class. The attendance records are announced every two weeks on the Prep school page on the intranet. An email will be sent to the ncc-prep-school list to announce that the absenteeism page has been updated.
- Every student is responsible for keeping and checking his/her own attendance records with the official records posted on the Student's Page. Not checking your e-mails, claiming that you do not receive e-mails, claiming that you do not receive e-mails from the ncc-prep-school list are not accepted as valid excuses and do not prevent failure due to absenteeism.
- Students who are attending social or sports activities approved by the University Administration will not be marked absent and will be exempt from pop quizzes on condition that the related academic or administrative unit informs the SFL administration in time.
- In exceptional cases (e.g. death, marriage, judicial cases etc.), students apply to the SFL Administration with their documents in order to be excused for that period. The student will be excused only if the SFL Administration accepts the student's excuse.
- Students who exceed the absenteeism limits announced on page 1 are not entitled to attend classes, and they lose the right to attend classes at the English Preparatory Program at the end of the semester. These students do not have the right to take the English Proficiency Exam in June, attend Summer School or take the English Proficiency Exam known as October EPE. They may, however, take the English Proficiency Exam in September. (*If they fail this exam, they are entitled to a certain number of September EPEs, the number of which is specified in the English Preparatory Program regulations.*)

MEDICAL REPORTS: In the case of illness, only medical reports, whether given by METU NCC Health Center, or by another health institution, which have been approved by METU NCC Health Center, are valid.

NOTE: As of the 2013-14 Academic Year, medical reports for four or fewer days will not count towards deduction of absenteeism. Such reports will ensure exemption from Pop-Quizzes given on the days covered by the medical report or will make the student eligible for a make-up if a MT is given on the days covered by the medical report.

The procedures in effect as of the 2013-14 academic year concerning absenteeism and medical reports are outlined below.

- 1- Students are expected to attend at least 85% of classes at the English Preparatory program. Students who attend less than 85% of the classes fail due to absenteeism, also known as NA. The 15% absenteeism limit is for health matters or any other emergency situation that prevents the student from entering classes. Therefore, medical reports or disciplinary punishment does not exempt the student from having to attend at least 85% of the classes.
- 2- If a student has a medical report covering five days or longer, they must submit the report to the Health Center for approval and submit a petition to the School of Foreign Languages Academic Board so that the absenteeism done during that period is deducted. The Board decides whether the report will be put into effect so as to deduct absenteeism. However, if the total absenteeism in one semester, even if it is covered by a valid medical report, exceeds 25% of the total hours of classes, depending on the health problem the student may be granted leave or dismissed due to absenteeism (NA).

- 3- Students who have a valid medical report are exempt from Pop-Quizzes or announced quizzes given during the period covered by the report. If a Mid-Term coincides with the period covered by the report, the student is entitled to take the make-up. Medical reports are not valid for the English Proficiency Exam.
- 4- Any document stating that a student was at the health center for examination does not count as a medical report. Consequently, it will not be accepted as an excuse for exemption or make-ups.

EXAMS AND PERCENTAGE OF YEARLY TOTAL COMPONENTS FOR THE ETP GROUP

The table below shows how the **yearly total** is calculated:

FIRST SEMESTER	New Sts	Old Sts
Mid-Terms	50 %	50 %
Pop-Quizzes *	8 %*	10 %*
Announced quizzes	18 %*	20 %*
Writing portfolio	10 %	10 %
Instructor's Grade	10 %	10 %
GPC 100	4 %	-
First semester total	100 %	100 %

* If a repeat student (studying at the English Preparatory Program for a second year) has already taken GPC 100, since they will not be taking the course a second time during the repeat year their Pop-quizzes account for 10% each semester.

** International students (except those who are attending ETP classes) do not take GPC100 at Prep School

Mid-Terms:

Mid-terms are administered three times a semester. The dates of the Mid-terms are notified in the Academic Calendar and syllabus. Mid-terms consist of listening comprehension, writing, reading comprehension, vocabulary and grammar components. No classes are held on the day of the Mid-term and the day following the Mid-term. The Mid-terms evaluated by the Instructors are given back to the students. Students examine their papers during class hours and sign them. Any issues regarding the Mid-term can be discussed and resolved with the Instructor. Any objections regarding the exam should be made in writing **within ten days** following the exam date. Students who cannot submit a valid medical report approved by the Health Center or any other officially documented excuse to account for their absence on a Mid-term day get a **"0" (zero)** on that Mid-term exam. Those who have a valid excuse are entitled to take a **make-up exam** on a later date to be announced by the administration. The student will be excused from class during the make-up exam hours. There is no make-up for a make-up exam. (Students who take the Mid-term exam during a recorded medical report period will not be excused and their grades will be taken into consideration accordingly.)

Pop-Quizzes:

The dates, contents and duration of pop quizzes are not announced beforehand. Pop-Quizzes are unannounced exams which can be given any day or hour of class and are not informed to the Instructors or the students. Their duration is usually 15-20 minutes and do not exceed half an hour. Only students who are in class can take the pop-quiz. Most quizzes are returned to the students and they are expected to keep their copies not only for future reference but also for proof in case a dispute arises regarding the grade. There is no make-up for quizzes. If a student has submitted a medical report approved by the Health Center, then the student is considered exempt from that quiz and it is not included in the calculation of the yearly total. However, if a student does not have a valid medical report, they receive "0" (zero) on that quiz.

Announced Quizzes:

Announced quizzes are indicated on the program. Their duration is no longer than 30 minutes. Only students who are in class can take the pop-quiz. Most quizzes are returned to the students and they are expected to keep their copies not only for future reference but also for proof in case a dispute arises regarding the grade. There is no make-up for quizzes. If a student has submitted a medical report approved by the Health Center, then the student is considered exempt from that quiz and it is not included in the calculation of the yearly total. However, if a student does not have a valid medical report, they receive "0" (zero) on that quiz.

Instructor's Grade:

It is given by the Instructor three times each semester. *Written assignments, speaking, research/criticism assignments, in-class performance* make up the Instructor's Grade.

Writing Portfolio:

The Writing Portfolio Grade is given three times each semester.

- It is determined as a result of an evaluation of the students' writing progress and performance.

Speaking Assessment:

Speaking assessment grades are given twice each semester for **Beginner, Pre-Intermediate, Lower-Intermediate, Intermediate, Upper-Intermediate and Repeat groups** by the instructor. Speaking is evaluated four times in an academic year. These evaluations include:

- in-class activities,
- an individual short video presentation,
- in-class (individual or group work) presentation, and
- an exam.

Some important points about speaking evaluations

- Students who have a medical report or permission from the Administration will be excused.
- There is no make-up exam for the speaking evaluations.

GENERAL RULES ABOUT EXAMS

- Instructors cannot be asked to give any explanations of or discuss the questions during an exam.
- The instructor proctoring an examination has the right to check the students' ID cards, make or change seating arrangements, give instructions or warnings to ensure that the exam is administered properly. The instructor is entitled to *annul an exam paper, deduct any grade* that she/he deems appropriate and/or start *disciplinary action* if a student fails to comply with the rules and instructions or refuses to co-operate fully.
- Such activities as obtaining exam questions illegally, cheating, attempting to cheat, helping other students or getting help during an exam will result in *disciplinary action*.
- In any such case, it is up to the instructor to give an initial warning. S/he may decide to take away the paper, *give the student a zero, deduct any grade* deemed appropriate and/or start *disciplinary action*.

ENGLISH PROFICIENCY EXAM

The English Proficiency Exam is given by the School of Foreign Languages to determine whether the student's English proficiency has reached a level that will enable him/her to follow courses offered at the departments. Students who get a minimum grade of **59.5 (69.5 for EFL students and 64.5 for SUNY students)** on this exam have the right to register for first year classes. The pre-requisites to be eligible to take the EPEs administered at different times of the year are given below. Internationally recognized exams such as TOEFL and IELTS are also accepted as equivalent exams. Further information regarding required scores for TOEFL or IELTS exams can be found at the link below:

<http://ncc.metu.edu.tr/sfl/general-information-about-epe/#H>

ACHIEVEMENT

To successfully complete the program at the English Preparatory Program, students are required **to attend classes without exceeding the absenteeism limit and have a certain Yearly Achievement Grade. (YAG)**

Various outcomes at the end of the year according to the Yearly Achievement Grade are as follows:

ETP, PRE-INTERMEDIATE, LOWER-INTERMEDIATE, INTERMEDIATE, UPPER- INTERMEDIATE & REPEAT GROUPS:

YEARLY ACHIEVEMENT GRADE	JANUARY EPE (ETP GROUP ONLY)	JUNE EPE		SUMMER SCHOOL + AUGUST EPE		SEPTEMBER EPE	RIGHT TO ATTEND EPP THE FOLLOWING YEAR
100 – 64,50	CAN TAKE THE EXAM	CAN TAKE THE EXAM	Pass	CANNOT ATTEND or TAKE THE EXAM		CANNOT TAKE THE EXAM	NO
			Fail	CAN ATTEND & TAKE THE EXAM	Pass Fail	CAN TAKE THE EXAM	IF FAILED, YES (BUT NOT FOR REPEAT STUDENTS)
64,49 - 49,50	CANNOT TAKE THE EXAM	CANNOT TAKE THE EXAM		CAN ATTEND & TAKE THE EXAM	Pass Pass	CAN TAKE THE EXAM	IF FAILED, YES (BUT NOT FOR REPEAT STUDENTS)
				CANNOT ATTEND or TAKE THE EXAM		CAN TAKE THE EXAM	IF FAILED, YES (BUT NOT FOR REPEAT STUDENTS)

Students who have completed their first year in the English Preparatory Program but have failed to pass any of the English Preparatory Exams they have taken can either register to repeat the EPP or enroll in ETP classes, or choose to become “dismissed”. The rights of students who decide to become “dismissed” are explained on the following page on the internet:

<http://sfl.ncc.metu.edu.tr/tr/ogrenci-kitapciği/>

PROVIDED THEY HAVE NOT FAILED DUE TO ABSENTEEISM OR ARE NOT ON LEAVE, ALL STUDENTS CAN TAKE OCTOBER EPE.

SUMMER SCHOOL

Summer School starts after the English Proficiency Exam in June on the date announced in the METU Academic Calendar. The tables on the previous pages explain who is entitled to attend summer school. It is not mandatory to attend Summer School. However, only those students who have registered for and attended at least 90% of the Summer School classes can take the English Proficiency Exam after Summer School.

If students who have completed a second year at the English Preparatory Program fail to pass the English Proficiency Exam in September, they will become “dismissed” but they will be given one last English Proficiency Exam, known as October EPE. If they fail that EPE as well, then they can take the September EPE for three more years or submit IELTS/TOEFL during that period.

Students who exceed the absenteeism limit either during their first year or second year at the English Preparatory Program will be **dismissed from university due to absenteeism (NA)**. If the student exceeds the limit during the first semester, they cannot attend classes during the second semester. These students cannot take the English Proficiency Exam in June; they cannot attend summer school and they cannot take the English Proficiency Exam given at the end of summer school. Students who fail due to absenteeism can take only the English Proficiency Exam given in September. The number of times they can take the exam depends on whether they have failed due to absenteeism in their first or second year at the English Preparatory Program. Such students cannot take the October EPE.

SELF-ACCESS CENTER (SAC): The Self-Access Center is on the ground floor of the School of Foreign Languages building. It has a collection of *books, dictionaries, encyclopedias, video/audio material* and *exams given in past years*. Students can use this center in their spare time. Much of the material is also available on the website: <http://www.sac.metu.edu.tr>

ABSENTEEISM: The university, especially the Student Affairs Coordinator or instructors are not responsible for warning students who are close to exceeding the absenteeism limit. It is the students’ responsibility to keep track of their absenteeism and come to class accordingly.

INFORMATION AND COMMUNICATION: The absenteeism lists are updated every two weeks on the SFL web page. MT, PQ, Speaking, Writing Portfolio and Instructor Grades are also updated on the same page after each

span. Students are sent an e-mail when the pages are updated. It is the students' responsibility to frequently check their email accounts so as to be informed about such notices.

STUDENTS' PAGE: The SFL students' page enables students to access information regarding their grades, important notices, rules and regulations, other useful, language-related websites. It is recommended that students frequently check out the website at:

<http://sfl.ncc.metu.edu.tr>

IMPORTANT ISSUES OF CONDUCT

- Each class hour starts at XX:40 so students are expected to be in class by XX:40. Students cannot enter the class after the instructor has closed the door. Sometimes the instructors may come to class after XX:40 but students are expected to be in class, not outside waiting for the instructor.
- Students must always keep in mind that they should arrange their relations with their instructors and fellow students within the limits of utmost respect.
- Students must carry their Student ID cards and Dormitory ID cards on them at all times.
- The buildings and the environment should be kept clean, and school property should not be damaged. Students are required to pay for any such damage.
- It is strictly forbidden to smoke inside the buildings, to use mobile phones during class or exams, to collect money from other students, to sell food, drinks, clothes or books, to put up posters or give out pamphlets without permission, to enter teachers' or workers' rooms or empty classrooms without permission, or to lend their ID cards to anyone else. Any breach of these rules may result in serious disciplinary action, including expulsion from the university.
- Disturbing the order or behaving in an inappropriate manner in a class means preventing the lesson from being held, in which case the student may be dismissed from class and subject to disciplinary action.
- The use of mobile phones for chatting, messaging, tweeting, surfing the internet is strictly forbidden.

Achievement Exam Criteria

Standard Procedure:

Fall Semester Group	*Total of MT, PQ and APQ Averages		Spring Semester Group
BEGINNER	64.50 and above	→	PRE-INTERMEDIATE
ELEMENTARY	64.50 and above	→	LOWER-INTERMEDIATE
PRE-INTERMEDIATE	62.50 and above	→	INTERMEDIATE
INTERMEDIATE	64.50 and above	→	UPPER-INTERMEDIATE
UPPER-INTERMEDIATE	64.50 and above	→	ADVANCED

Fall Semester Group	*Total of MT, PQ and APQ Averages		Spring Semester Group
BEGINNER	64.49 and below	→	PRE-INTERMEDIATE
ELEMENTARY	59.49 and below	→	PRE-INTERMEDIATE
PRE-INTERMEDIATE	59.49 and below	→	LOWER-INTERMEDIATE
INTERMEDIATE	59.49 and below	→	INTERMEDIATE
UPPER-INTERMEDIATE	59.49 and below	→	UPPER-INTERMEDIATE

Students with a High Average:

Fall Semester Group	*Total of MT, PQ and APQ Averages	Spring Semester Group	
		<i>If satisfactory</i>	<i>If unsatisfactory</i>
BEGINNER	79.50 and above CAN TAKE THE ACHIEVEMENT EXAM	LOWER-INTERMEDIATE	PRE-INTERMEDIATE
ELEMENTARY		INTERMEDIATE	LOWER-INTERMEDIATE
PRE-INTERMEDIATE		UPPER-INTERMEDIATE	INTERMEDIATE
INTERMEDIATE		ADVANCED (not in NCC)	UPPER-INTERMEDIATE
UPPER-INTERMEDIATE		→	ADVANCED (not in NCC)

Students with a Low Average:

Fall Semester Group	*Total of MT, PQ and APQ Averages	Spring Semester Group	
BEGINNER	64.49 and below	→	PRE-INTERMEDIATE
		<i>If satisfactory</i>	<i>If unsatisfactory</i>
ELEMENTARY	between 59.50 – 64.49	LOWER-INTERMEDIATE	PRE-INTERMEDIATE
PRE-INTERMEDIATE	between 59.50 – 62.49	INTERMEDIATE	LOWER-INTERMEDIATE
INTERMEDIATE	between 59.50 – 64.49	UPPER-INTERMEDIATE	INTERMEDIATE
	CAN TAKE THE ACHIEVEMENT EXAM		

• How to calculate the total of MT, PQ and APQ averages:

(3 MT Avge. X 0.625) + (Pop-quiz avge. X 0.25) + (Announced-popquiz avge. X 0.125)= Total